



# Foreign Affairs Manual

## 5 FAM – INFORMATION MANAGEMENT

**Change Transmittal:** IM-69

**Date:** October 11, 2005

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### 5 FAM 420 CREATING RECORDS

#### CHANGES

1. This Change Transmittal issues the entire 5 FAM 420 as a complete update of this subchapter.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

#### Filing Instructions (Paper Copies)

1. Remove 5 FAM 420 (TL:IM-19, 04-15-1997, 6 pages) and insert the revised 5 FAM 420 (CT:IM-69, 10-11-2005, 2 pages).
2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:IM-69, and initial.

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3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

**(IRM/BPC/RG)**